**MI Missionary Transition & Re-entry Retreat Planning Meeting**

**June 13, 2014**

**MINUTES**

11.30 am - Held at Graeme and Maree Vines’ home – thank you

For your reference, there is an action point list at the end of the minutes.

1. Opening prayer - **Helen**
2. **Present:** Helen Macnaughtan, Graeme Vines, Maree Vines, Faye Donaldson, Dawn Taylor, Elspeth Carr, Michael Collie, Mark Glover Jenny Johnston (minutes).
3. **Welcome** to Mark + everyone
4. **State of registrations:**
* 7 (including the enquirer discussed by **Dawn**) – (definite)

 **(Dawn** tabled the names of the current registrants (from) WEC, MAF, PoA

 (3 are from interstate)

 (**Dawn** presented the name and details of an enquirer (who will be on a short term trip, returning in Sept. after a closure trip to her former place of ministry) – *team unanimously accepted this enquirer)*

* 3 more PoA people - *probable* but still to register – **Jenny** (Paul and Heather Rayside (2 teenaged daughters undecided) & Fran Salvestrin)
* 2 (one couple) from Crossway – (probable).
* 1 lady (via Marion Knell) – **Graeme and Maree** met & had time of debrief. **Helen** - To follow her up (possible)
* 1 friend of **Jenny’s** friend (only remotely possible)
* Woman from Geelong (Social Worker) who works with returning missionaries requesting to attend to learn – **Helen** discussing – need to be participant – *not this year as one ‘observer participant’ already included*.

 **TOTAL:** 7 definite, 5 probable = 12 (+ 2 possible)

1. **Facilitators:**
2. Number: 1 for each small group/1 floating (to be decided: **Mark and Faye** taking own group or observing).
3. Goal to have pool of facilitators to call upon.
4. Help with installations: **Jessie Glover** has agreed to help **Elspeth** with the installations if needed. **Fran James** has also offered to assist with installations if called upon.)
5. Expanding the experience of Re-entry Retreat amongst mission organisations
6. Target organisations - cover all over the coming years, statistically & endeavour to make sure that a member of the staff of every sending org. has experience of the retreat either as a participant or facilitator. **ACTION**: To be discussed further
7. **Further advertising/promotion**
8. already on MI website, MIV
9. letter to the agencies – **ACTION** Graeme
10. discussed sending to larger churches who send independently - **? who to do?**
11. discussed the need to build and maintain bridges with key people in different organisations **ACTION**: (**Graeme’s** letter will aid in this)
12. Update of team’s details – tabled for correction **ACTION**: Jenny to circulate
13. **State of finance –** see financial report

Current: $3392.04

$1000 deposit to be transferred imminently

1. **PREPARATION:**
2. Gift bags – **ACTION**: **Helen** and friend
3. Welcome folders (including reading list) – **ACTION:** **Helen**
4. Timetable – table last years – **As is. Include excursion to Steavenson Falls – Graeme** to modify date.
5. Name tags – **ACTION**: - **Michael**
6. Certificates – **ACTION**: - **Michael**
7. Craft items – who has the material – **ACTION:** **Elspeth**
8. Book stall - ACTION – **Michael – will source Burn Up/Splash down & Families on the Move from MI**
9. Installations - ***Elspeth Jessie & Mark are willing to help if need be***

Feedback from 2013: participants enjoyed the final installation contributing.

**NB Suggest no interpreting of installation by facilitator, invite participants to interpret and share what it means to them**

1. Thank you speech at dinner – **ACTION: Helen**
2. MC & decorations for dinner – **ACTION: Maree**
3. **Allocation of sessions:**

**Fri evening:**

1. Chair – **Graeme** (NB we’ll all have the opportunity to share our experiences of re-entry)
2. Ice breaker – **Jenny**
3. ReEntry stories – TB advised – 2 people (be prepared & give place names, be specific, model how they can express this possibly in craft)

**Sat am:**

1. Devotions: ***Helen***
2. Music: **Faye – has some music (I worship – ‘Christian kareoki’!**
3. Seminars:
4. Transition – ***Faye***

 ii. Loss & Grief – ***Michael***

(Other facilitators should feel free to interrupt a plenary session to give a participant & don’t do for participants what they can do for themselves). Suggest that participants do reading after not before)

**Retreat Reflections:**

Entering the Retreat: **Maree**

 Origin & Call: **Dawn**

 Gifts given & received: **Faye (Jenny help)**

 Difficulties & Fears: **Mark (Maree help)**

 Vision for the Future: **Elspeth & Michael**

NB not all participants are able to engage as fully as others due to health or current experience/wellbeing

NB Keep in mind the different reasons that people have returned to Aust. planned or unplanned (traumatic)

**ACTION: Reflection leaders please check feedback from 2014**

**ACTION** – **Michael** to circulate previous handouts/liturgy & feedback sheets.

**Communion:** ***Graeme***

1. **Other items:**
2. *World to Christ Prayer and Healing Organisation* (formerly Wholeness to Christ). They would not interfere with the program at all but would simply be available for anyone who would like prayer during our stay at El Kanah.

Discussion: need for people to have experience with re-entry; we aren’t offering counselling, decreases intimacy of the retreat, prayer available from existing facilitators who can say ‘we know’.

After discussion – decision to *decline* offer.

**ACTION:** **Helen** to reply to *Vera* to state that we’d be happy that they pray off site for the retreat but that we decline the offer for them to be onsite praying with participants.

1. Contact Elkanah about:

Equipment needed: ? internet, white board/markers, data projector, CD player, PA. configuration of tables, **ACTION: Dawn**

1. **Next meeting:** Friday Aug 1. Venue: 69 Luckie St. Nunawading. 11:30am

Please bring something to share for lunch if you are able, thank you.

Items for agenda:

 a. Allocation of rooms NB family room (parents not sharing with children) & avoid F08 (Staff laundry ☺ )

 b. Feedback forms

 c. Transport requirements – MYKI - ? Graeme, (discussed after meeting - **Helen** to contact Rachel re transport.)

 d. Guidelines for leading small groups – I have found that **Michael** has this as part of the documents – see Michael’s action points.

 e. Craft table location

 f. (Future meeting for exploration) - Target organisations - cover all over the coming years, statistically & endeavour to make sure that a member of the staff of every sending org. has experience of the retreat either as a participant or facilitator

 g. Thoughts for future:? survey on reasons for return (universally difficult)

 h. Confirmation of facilitators to share Re-entry stories

 i. Welcome letter – review - to be circulated by **Helen** before next meeting

**Prayer: Graeme**

**Lunch was enjoyed – thank you Maree for your delicious soups and all for contributions.**

**ACTION POINTS/RESPONSIBILITIES:**

**Action points for ALL**

1. Read through **feedback** sheets from 2014 **especially facilitators leading reflections check feedback on the reflection sessions**
2. Read through **Welcome Letter** (Helen to circulate)
3. Read through doc. that includes Introduction and Instructions for small groups – \*see Michael’s point 1.
4. Have a re-entry story ‘up your sleeve’ 2 facilitators (to be confirmed) will be asked to share
5. Please read all comments/discussion associated with your action points in the body of the minutes – e.g. relating to pointers around seminars and reflection sessions

**Helen**:

1. Follow up the *lady* (who came to our attention through *Marion Knell’s* email)
2. Contact *Social Worker* enquirer from Geelong to advise that her attendance is not possible for 2014. (? 2015)
3. Circulate *Welcome Letter* – to team
4. Contact *Rachel* re transport
5. Gift bags (with help of friend)
6. Welcome folders (including reading list)
7. Thank you speech (thank you dinner)
8. Devotions (Sat. morning)
9. Contact *Vera* re our decision to decline offer for onsite prayer by World to Christ Prayer and Healing team
10. Circulate “Guidelines for leaders of small groups”

**Graeme:**

1. Letter to agencies (a reminder of the retreat for returning/transitioning missionaries & ?? request for members of mission staff to participate??)
2. Modify date on timetable – replace 2013 with 2014 & include excursion to Steavenson Falls Sat. night
3. MC Friday night session
4. Communion (Monday afternoon)
5. ?? Myki info

**Elspeth Carr**:

1. Craft items
2. Installations

**Dawn :**

1. Confirm with enquirer who is closing down her long term ministry/doing a short term) that YES she can come to retreat**.**
2. Reflection 1: Origin & Call (Sat. afternoon)
3. Continue receiving registrations and do electronic banking (with Jenny)
4. Contact *Vera at Elkanah***.** Equipment needed: white board/markers, data projector, CD player, PA. configuration of tables. Q. Is internet available

**Jenny:**

1. Type and circulate minutes, contact detail list & financial statement
2. Ice-breaker game (Fri. night)

**Michael:**

1. Michael to circulate previous handouts/liturgy & feedback sheets also \*Doc. Introduction and instructions for small groups Document 121 003 EntryRetreatOverviewAndrationale.doc (3rd page concerns leading small groups)
2. Name tags, certificates
3. Bookstall – will source Burn Up/Splash Down & Families on the Move from MI
4. Seminar – Loss & Grief (Sat. morning)
5. Reflection 4 – Vision for the Future (Mon. morning) (with Maree)

**Faye:**

1. Music – devotions and at other times (‘I worship’ accompaniment)
2. Seminar – Transition (Changing Cultures) (Sat. morning)
3. Reflection 2 – Gifts Given & Gifts Received (Sun. morning) (Jenny to help)

**Mark:**

1. Reflection 3- Difficulties and Fears – (Sun. afternoon) (Maree to help)

**Maree:**

1. MC for Thank you dinner
2. Decorations for Thank you dinner
3. Entering Retreat (Sat. afternoon)
4. Reflection 4 – Vision for the Future (Mon. morning) (with Michael)